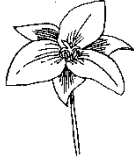


# WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 (446 B 6th Ave. Westhaven) Trinidad CA 95570 (707) 677-0798 wcsd@suddenlinkmail.com



## REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of the Westhaven Community Services District will be held **Wednesday March 17<sup>th</sup> 2021 at 6:30 p.m.** Due to the coronavirus pandemic, until further notice, this and upcoming WCSD Board meetings will be held virtually using **ZOOM**.

Topic: WCSD Regular Monthly Meeting

Time: Mar 17, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/84212887844>

Audio Only:

Dial: 408-638-0968

Enter Meeting ID: 842 1288 7844

### How to Submit Public Comment:

Members of the public may provide public comment before and during the meeting by sending email comments to the WCSD Manager at [prosenblatt.wcsd@suddenlinkmail.com](mailto:prosenblatt.wcsd@suddenlinkmail.com) Such email comments must identify the agenda item number in the subject line of the email. The comments will be read into the record, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Board President's discretion. If a comment is received after an agenda item is heard, but before the close of the meeting, the comment will be included as a part of the written record of the meeting but will not be read into the record during the meeting.

#### 1. CALL TO ORDER

#### 2. PUBLIC COMMENT

Materials related to an item on this Agenda, including materials submitted to the Board after distribution of the Board Packets, are available for public inspection in the WCSD Office at 446 B Sixth Avenue.

Members of the public are invited to comment on any matter within the authority of the WCSD.

Comments may also be offered during the discussion of any item on the agenda.

Board discussion of matters not appearing on the published agenda is prohibited by law.

#### 3. AMEND / APPROVE ORDER OF AGENDA ITEMS

#### 4. ORDINANCE 2020.1-HORSES AND MOTORCYCLES ON DISTRICT PROPERTY

4.1 Citizen input on ORDINANCE 2020.1 HORSES AND MOTORCYCLES ON DISTRICT PROPERTY: PHIPPS and FOREMAN  
**Discussion**

#### 5. AMEND / APPROVE MINUTES

5.1 February 10<sup>th</sup> 2020 - Regular meeting minutes **Discussion/Approval**

5.2 March 3<sup>rd</sup> 2021 Special meeting minutes **Discussion/Approval**

5.3 March 10<sup>th</sup> Special meeting minutes **Discussion/Approval**

#### 6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

6.1 Directors' Report – monthly billing and collections — **Discussion**

6.2 Water consumption and Sales – **Discussion**

6.3 Income / Expense Report. **Discussion**

- 6.3.1 Updated Well Report. **Discussion**
- 6.4 Finance Officer's Recommendations – **Discussion**
- 6.5 Treasurer's Report and Recommendations – **Discussion**
- 6.6 February's warrants – **Discussion/Approval**

**7. MANAGER'S REPORT**

- 7.1 Water loss: 1 system leak, 1 customer service line leak **Discussion**
- 7.2 Flushing location and installation **Discussion**

**8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

- 8.1 Update on SHN activities related to well drilling. **Discussion**
- 8.2 Update on progress for Well site 3 with LACO for CDP#2. **Discussion**
- 8.3 Subcommittee (Rosenblatt, Swisher, Hankin) report on feasibility of drilling ASAP. **Discussion.**
- 8.4 Report on meeting with Moonstone Heights Mutual Water Company Board President and Vice President on February 22<sup>nd</sup> 2021 regarding the well drilling project on First Avenue at "site 3" .-**Discussion**
- 8.5 Report of General Manager's ongoing communication with Board and share-holders of the Moonstone Mutual Heights Mutual Water Company **Discussion**

**9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

- 9.1 Update on progress of technical assistance grant from DFA.-**Discussion**

**10. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT-BAY MUNICIPAL WATER DISTRICT. Rosenblatt, Hankin lead**

- 10.1 Letter dated March 4th from the Board of Directors of the Humboldt Bay Municipal Water District regarding the NON participation of the Westhaven CSD in a feasibility analysis **Discussion/Approval**

**11. LAFCO MUNICIPAL SERVICE REVIEW**

- 11.1 LAFCO Municipal Service Review **Discussion**

**12. REVIEW OF WCSD REGULATIONS AND POLICIES GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS SWISHER**

- 12.1 Report by Swisher on his review of districts regulations and policies governing priorities for new water service allotments **Discussion**

**13. RESOLUTION 2021.1 AUTHORIZING RESOLUTION FOR SWRCB DISINFECTION BYPRODUCT REDUCTION PROJECT**

- 13.1 Resolution 2021.1 Authorizing Resolution for SWRCB Disinfection By Product Reduction Project authorizing the General Manager as the authorized representative and signatory for the WCSD for a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Westhaven Community Services District Disinfection By-Product Reduction Project **Discussion/Approval**

**14. RESOLUTION 2021.2 AUTHORIZING INVESTMENT OF MONIES IN LAIF (OPERATING RESERVES) (amending resolution 06-08)**

- 14.1 Resolution 2021.2 (amending resolution 06-08): Authorizing investment of monies in the local agency investment fund and authorizing current signatories **Discussion/Approval**

**15. RESOLUTION 2021.3 IDENTIFYING WCSD PERSONELL AUTHORIZED TO SIGN CLAIM FORMS FOR THE ISSUANCES OF CHECKS UPON WCSD'S ACCOUNTS IN THE HUMBOLDT COUNTY TREASURY (CAPITAL RESERVES)**

- 15.1 Resolution 2021.3 Identifying the current Board Finance Officer and the General Manager as the signatories for the purpose of depositing checks in the Humboldt County Treasures account for Capital Reserves. **Discussion/Approval**

**16. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION**

- 16.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation **Discussion**

**17. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

**18. ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **April 21st, 2021**.and will be held via zoom

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.

Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

The Westhaven CSD will make reasonable effort to accommodate the participation of persons with disabilities.  
If you require such accommodation, contact the WCSD office at 677-0798 at least 48 hours prior to the meeting.

**HORSES AND MOTORCYCLES ON DISTRICT PROPERTY ORDINANCE 2021-1**  
**WESTHAVEN COMMUNITY SERVICES DISTRICT (“WCSD”)**  
AN ORDINANCE CONCERNING ANIMALS AND VEHICLES PROHIBITED FROM THE WCSD PROPERTY

Be it ordained by the Board of Directors of the Westhaven Community Services District, Humboldt County, California, as follows:

**ARTICLE 1 GENERAL PROVISIONS**

Section 101 Short Title: This Ordinance shall be known and may be cited as “Prohibitions Concerning Horses and Motorcycles.”

Section 102 Words and Phrases: For the purpose of this Ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural.

Section 103 Effect of Definition: The definition of a word applies to any of its variants.

Section 104 Severability: If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

**ARTICLE 2 DEFINITIONS**

Section 201 Motorcycles means motorcycles, motor scooters and motorized dirt bikes or ATV’s (all terrain vehicle) that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 202 Horses means horses, mules and donkeys that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 203 District Property means the WCSD’s water treatment plant and all appurtenant real property.

**ARTICLE 3 POLICY**

Section 301 Prohibitions Concerning Horses and Motorcycles: Horses and Motorcycles are prohibited from District Property unless authorized in writing in advance by the WCSD General Manager.

WCSD Ordinance 2021-1  
Prohibitions Concerning Horses and  
Motorcycles

Approved: February 10, 2021

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William Verick, President  
Westhaven Community Services District

ATTEST:

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Roxanne Levang, Secretary  
Westhaven Community Services District

**SECRETARY’S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Ordinance 21-1 “Prohibitions Concerning Horses and Motorcycles,” passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the 10<sup>th</sup> day of February, 2021 by the following roll call vote:

AYES: Verick, Cline, Hankin, and Swisher

NOES: Phipps

ABSENT: None

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
February 10, 2021

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:

Board Members: Hankin, Verick, Cline, Swisher & Phipps

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

**3. AMEND / APPROVE ORDER OF AGENDA ITEMS**

Verick explained why he added item 14, Discussion of Philosophical, Political and Meta issue aspects of the District's Existence and Operation, to the agenda. He said that discussions of business items tend to swerve off to more philosophical discussions. He wants to keep to the mundane, more concrete agenda items during the meeting and reserve the more philosophical discussions to the end of the meeting for a higher level of abstraction.

Verick moved to approve the order of agenda items. Second by Hankin; all approved

**4. PUBLIC HEARING ORDINANCE 2020.1 HORSES AND MOTORCYES ON DISTRICT PROPERTY-SECOND READING**

4.1 ORDINANCE 2020.1-Brief discussion. There was no public present.

Verick moved to change the numbering of Ordinance 2020.1 to Ordinance 2021.1.

Seconded by Cline; all approved.

Swisher moved to approve Ordinance 2021.1. Seconded by Verick; Approved, 4 Ayes, 1 Noe (Phipps)

**5. AMEND / APPROVE MINUTES**

5.1 January 20, 2021 Regular meeting minutes - Discussion/Approval

Amend minutes as follows:

- Page 1 and page 4, Item 11, in the item title correct the spelling of Lucy Kostrzewa last name.
- Page 1, last 2 words it reads, ~~Verick moved~~, change to *Verick moved*
- Page 2 first sentence add "*meeting*" after "at the regular March *meeting* with suggestions".
- Page 2, Item 6.2 have title read Credit card payments "*for December*". Delete ~~December~~ at the beginning of sentence "Levang was unable to report".
- Page 2, second to last sentence change from, He plans to install a hydrant at the ~~end of the line on Westhaven Drive~~, to He plans to install a hydrant at the *north end of Westhaven Drive*.
- Page 3, at top, first full sentence change ~~districts~~ to *utilities*.
- Page 4, item 14, second bullet, add that future agenda item is for the March meeting agenda.

Verick moved to approve the January 20, 2021 regular meeting minutes as amended. Seconded by Cline; all approved.

## 6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

### 6.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total January, 2021 water sales were \$20,088.10 and total receivables were \$21,913.51. No discussion.

### 6.2 Water Consumption and Sales – Discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. January, 2021 gallons billed 677,930; average gallon per day per meter readings 118, per person 54; average monthly charge per account \$35.91; total monthly charges \$7,361; monthly deviation from budget -\$982; cumulative deviation \$11,238. No discussion.

### 6.3 Income/Expense Report – Discussion

Board packets contained an Income/Expense Report for January, 2021. Total income \$16,451, total expense \$28,715 with a net operating income of -\$12,264. The board questioned why we are over budget under Transmission and Distribution. Rosenblatt explained we have had a number of significant leaks, plus his hand injury limited what he could personally do. He pointed out that the budget for maintenance, structure and improvements is only \$850 annually. He said he is being aggressive in making repairs because he is fixing for the long term rather than the most economical repair as possible. He is trying to resolve a couple ongoing issues while looking towards the future. Hankin suggested looking at past budgets to see if that amount has been consistently over budget.

#### 6.3.1 Updated well Report. No discussion

### 6.4 Finance Officer's Recommendations – No recommendation.

### 6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the January, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$52,090.73; DWR Reserve CD \$28,742.12; DWR Loan Savings \$8,485.07; Checking Account as of 2/3/2021 \$24,642.29. The board questioned why the checking account balance was lower than usual. Levang said \$14,000 was transferred to the Capital Reserves and the board meeting is earlier in the month than usual so monthly deposits have not yet been made. The board requested \$14,000 deposited into the Capital Reserves be reflected on the report. At the bottom of the report under "\*\*\*" total annual budget should read total *operating* budget.

### 6.6 November Warrants – discussion / approval

Cline questioned the check for backflow testing that was performed in August. Levang said we just received the invoice for the August testing. The amount charged was questioned, the cost per customer for backflow testing remains the same as it always has been, but we have added one additional backflow customer.

Hankin moved to approve warrants #6571 through #6600, totaling \$22,068.09. Seconded by Verick; all approved.

## 7. MANAGER'S REPORT

### 7.1 Water Loss – 1 system leak, 1 customer service line leak. Discussion

Board packets contained a summary table of 13 month water loss history. January, 2021 water loss is at 28.3%, average water loss in the last 13 months is 20.3%. Rosenblatt said we are having significant leaks, about one every two weeks. He had nothing more to report.

- 7.2 District's COVID 19 response: credit card payments. The use of the credit/debit card payments remains consistent. Rosenblatt said three customers have requested their bills be automatically paid each month.
- 7.3 Minimum Wage Law Exempt Employee pay increase budget oversight/shortfall. Rosenblatt wants the board to be aware that as of January 1<sup>st</sup> minimum wage increased to \$13 per hour. In order for the District to be in compliance with CA Labor Laws Rosenblatt's wage increased \$2 per hour. This increase had not been accounted for in the Operating budget.

## **8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

- 8.1 Update on SHN Activities required to secure permits for well drilling. Nothing new to report.
- 8.2 Update on Progress for Well site 3 with LACO for CDP#2. The permit is in agency review. Rosenblatt said that he spoke with CDFW and they said they will not have any agency comments. Rosenblatt will be getting in touch with the County Planning Department to follow up on where they are in the process.
- 8.3 Subcommittee (Rosenblatt, Swisher, Hankin) report on feasibility of drilling ASAP. Rosenblatt reported he is trying to get a free moment to start on site preparation. He has put calls out to follow up with the drillers. Rosenblatt said, that because of high demand for well drilling, it is challenging to find a well driller who is motivated to bid on drilling wells for WCSD.

Hankin asked what the status was on the planning grant. Rosenblatt thanked Hankin for his work revising the scope of work for the planning grant. Rosenblatt said he will speak to Malley Vue, with the State Division of Financial Assistance, about uploading environmental documents for well site 3. Rosenblatt is getting ready with the revised scope of work and he is working on the revised budget. Tom Warnock, with Pace Engineers, and Rosenblatt will bring this to the finish line. Rosenblatt said the planning grant is high on his priorities.

## **9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

- 9.1 Update on progress of technical assistance grant from DFA  
Rosenblatt report that Tom Warnock, PACE Engineering, was here during the rain event, January 31 through February 3<sup>rd</sup>, working on the pilot study. Rosenblatt used a series of slides and graphs to explain the implications of the five day study conducted during a high rainfall event, which was to a certain extent a stress test of the treatment methods that are the subject of the pilot study. The presentation made it clear that ground water blending is a great tool to have in our tool box during winter conditions, but that use of groundwater blending alone is unlikely to reduce disinfection byproduct levels enough reliably to keep them below maximum contaminant levels for trihalomethanes and haloacetic acids. Discussion ensued. Rosenblatt said that the current amount of ground water the District can produce is not adequate alone in the winter to dilute the high levels of Total Organic Carbon ("TOC") and Dissolved Organic Carbon ("DOC") in the District's surface water so as to produce finished water with acceptable levels of disinfection byproducts. If we are lucky and we can get 4 to 5 gallons of water per minute (GMP) from each of the 3 new wells and that might be enough for most winter conditions. In the summer we will need more water than the 4 to 5 GPM. We cannot rely on using only ground, or only surface, water; our approach must be multiple faceted. Rosenblatt clarified a point he had made earlier that could have been taken to mean that water with very high TOC and DOC levels is easier to treat. Rosenblatt emphasized that water with high levels of TOC and DOC is still more difficult to treat, but that treatment under these conditions often removes a higher percentage of the TOC and DOC in the water, which still leaves, in absolute terms, more TOC and DOC in the water, than low-level TOC/DOC water treated using the same methods. Rosenblatt suggested calling a special meeting at the end of the month with Tom Warnock to answer their questions.

**10. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT (HBMWD).**

10.1 Letter from the Board of Directors of the Humboldt Bay Municipal Water District regarding the participation of the Westhaven CSD in a feasibility analysis. Hankin gave a brief report, he said he will be listening into the HBMWD board meeting tomorrow at 10:30 a.m.. They will be discussing the community response letters. The HBMWD Manager is adamant that if we don't buy in now to their feasibility study we will never be able to get water from HBMWD. Hankin doubts they would put in such small water lines to the Trinidad Casino that they would not be able to tap into them in the future. Swisher attended the meeting on February 9, 2021 and gave a brief overview. Swisher said they will not know the size of water lines needed until after the feasibility study. Hankin said if it is true that WCSD would lose the option of getting HBMW in the future we may need to rethink our position. Verick suggested calling their bluff. Hankin encourages all the board members to follow this issue. Cline asked how to listen into tomorrow's HBMWD meeting, Hankin volunteered to email the information to all the board members after this meeting.

**11. REPORT ON TRINIDAD CITY COUNCIL MEETING. HANKIN**

11.1 Report on the January 26<sup>th</sup> Trinidad City Council Meeting. Discussion:

Hankin, along with many people, were unable to participate in the January 26<sup>th</sup> council meeting due to power outages. Because of the power outages Trinidad City Council held a second meeting last night, February 9<sup>th</sup>, to discuss the HBMWD proposal and get community comment. Swisher and Elaine Weinreb were able to listen in on both meetings. Weinreb said there was a lot more public comment at last night's meeting. The council took a second vote on whether or not to support the feasibility study. Both nights the council voted not to participate. Further discussion ensued regarding Trinidad's service area and additional comments from last night's Trinidad City Council meeting.

**12. LAFCO MUNICIPAL SERVICE REVIEW**

12.1 LAFCO Municipal Service Review-nothing to report.

**13. REVIEW OF DRAFT BI-ANNUAL AUDIT**

13.1 Review of the Bi-annual draft audit for fiscal year 2018-2019 and 2019-2020.

Discussion/Approval. There was discussion of the written independent auditor's report and whether or not to have the timber at the water plant appraised. The value of the timber is always changing and having it appraised is costly. There was discussion of whether or not it is infrastructure since the large trees facilitate fog drip, which contributes precipitation during some of the drier months of the dry season, which helps recharge groundwater and facilitates streamflow in Two Creeks.

Verick moved to approve the audit. Seconded by Hankin; all approved

**14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION**

Discussion and suggestions for future discussion topics ensued. The group questioned if we want to hook up more people to the water system. Discussed ideas for the District's forest, and what powers a CSD has. Questioned, what do we owe the community, just water, or other aspects? Swisher said there is concise and consistent list of what a CSD can do in the state code. The State code was provided to the board when they received their new board member binders and the information is also easily available on the Internet. The board asked Swisher to bring the state code to the next meeting.



**15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE METTINGS**

- Review Water Allotment Ordinance and Policies-discussion and proposed revisions. Swisher/Hankin
- Review recommended Capital Assets Policy
- Resolution 2021-2 Authorizing Investment Of Monies In The Local Agency Investment Fund
- Resolution 2021-3 Identifying WCSD Personnel Authorized To Sign Claim Forms For The Issuance Of Checks Upon WCSD's Accounts In The Humboldt County Treasury

**16. ADJOURN**

Verick adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Special Meeting Minutes  
March 3, 2021

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:

Board Members: Hankin, Verick, Cline, Swisher & Phipps

Absent: None

Staff: Rosenblatt & Levang

Guests: None

**2. PUBLIC COMMENT**

None at this time

**3. FORMATION OF A SPECIAL COMMITTEE FOR REVIEW OF THE TECHNICAL ASSISTANT WATERTREATMENT PLANT AND WELL TREATMENT LINE PROJECT DRAFT.**

Rosenblatt started the meeting saying that he sent the board the administrative draft from the pilot study. Rosenblatt said that he is looking at the big picture for solving the districts water quality and operational problems. Rosenblatt told the board that he called the special meeting because he wants to form a committee to more extensively review the plan and meet with Tom Warnock, PACE Engineer, to ask the hard questions prior to the March 10<sup>th</sup> special meeting project presentation. Rosenblatt requested Swisher, for the committee, because of his technical background and Hankin as the Board Finance Officer. March 10<sup>th</sup>, at the Special Meeting, Tom Warnock will give the board a presentation and he will be available to answer questions prior to finalizing and submitting the report to the State on March 15<sup>th</sup>. Rosenblatt said the board only needs to review the first 90 pages of the preliminary report for project ground water blending and sampling data. Rosenblatt is requesting the board review and digest the report prior to Warnock's presentation on March 10. Verick request the committee provide the board with an assessment of the committee's opinions to help them base their understanding and to help formulate further questions. Cline ask for the preliminary basic design and discussion of strengths and weaknesses. It was clarified that the draft document being reviewed by the board will be used to apply for a construction grant.

Verick moved to appoint Swisher and Hankin to form a committee and for them to provide the board an assessment one day before the March 10<sup>th</sup> special meeting. Seconded by Cline, all approved.

Hankin requested delaying the meeting with Warnock until Tuesday, March 9<sup>th</sup>. It was decided that the board will meet at 6:00 p.m. on March 10<sup>th</sup> to prepare discussion points and questions prior to Warnock joining the group at 7:00 p.m. to give a presentation and answer questions. Verick reminded the group to do their homework of reading the 90 page preliminary report. Rosenblatt said for the board to contact the committee if they have any questions.

**4. ADJOURN**

Verick adjourned the meeting at 6:50 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary

# Directors Report

## Westhaven CSD

<b>Water Pumped This Month</b>	<b>648,680 Gallons</b>
<b>Water Sold This Month</b>	<b>513,560 Gallons</b>
<b>Water Loss</b>	<b>135,120 Gallons</b>
<b>Water Loss (%)</b>	<b>20.83 %</b>

	<b>Amount (\$)</b>	<b># Of Accounts</b>
Total Water	20,298.71	232
Total Late Charge	83.73	48
Total Adjustments	126.02	19
<b>Total Current Charges</b>	<b>20,508.46</b>	<b>232</b>
Amount Past Due 1-30 Days	4,057.61	50
Amount Past Due 31-60 Days	1,577.16	19
Amount Past Due Over 60 Days	2,817.44	6
Amount Of Overpayments/Prepayments	-6,083.32	49
<b>Total Receivables</b>	<b>22,877.35</b>	<b>232</b>

Total Receipts On Account	19,544.62	180
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	13
Collection Accounts (Amount Owed)	0.00	13
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,185	235
Average Water Charge For Active Meters	87.49	232

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		2	21.830	4.25	2.12
8,001-10,000		1	8.970	1.75	0.92
6,001-8,000		3	20.920	4.07	2.32
4,001-6,000		32	153.860	29.96	19.92
2,001-4,000		77	209.010	40.70	36.10
1-2,000		95	98.970	19.27	32.48
Zero Usage		25	0	0.00	6.13
<b>Total Meters</b>		<b>235</b>	<b>513.560</b>	<b>100.00</b>	<b>100.00</b>

**WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY**

**ITEM 6.2**

Annual adjustments to the commodity rates involve estimation of anticipated water use.  
 This report tracks billings as compared to budgeted averages based on all meters showing any use.  
 It is not weighted to anticipate seasonal variations in water use.  
 Adjustments for reported customer leaks have **not** been included in the monthly totals.

To compare this year's to last year's trend go to the column on the far right. ↓

	DAYS BILLED	GALLONS BILLED	TOTAL NON-ZERO METERS	AVG. GAL/DAY PER METER	AVG. GAL/DAY PER PERSON AT 2.20	AVG. MONTHLY CHARGE PER ACCT.	TOTAL MONTHLY CHARGES	MONTHLY DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION
<b>2020-2021</b>									
JUN	33	801,120	211	115	52	\$56.53	\$11,928	\$3,584	\$3,584
JULY	29	785,150	211	128	58	\$54.68	\$11,538	\$3,194	\$6,779
AUG	28	782,340	213	131	60	\$53.95	\$11,492	\$3,149	\$9,927
SEP	35	850,140	212	115	52	\$58.75	\$12,455	\$4,111	\$14,038
OCT	28	747,280	210	127	58	\$45.56	\$9,567	\$1,224	\$15,262
NOV	28	727,510	210	124	56	\$37.00	\$7,769	-\$574	\$14,688
DEC	35	914,350	207	126	57	\$45.70	\$9,459	\$1,116	\$15,804
JAN	28	677,930	205	118	54	\$35.91	\$7,361	-\$982	\$14,822
FEB	30	513,560	207	83	38	\$37.59	\$7,782	-\$562	\$14,260
<b>AVG.</b>	<b>30</b>	<b>755,487</b>	<b>210</b>				<b>\$9,928</b>	<b>\$1,584</b>	
<b>TOTAL</b>		<b>6,799,380</b>					<b>\$89,351</b>		<b>\$14,688</b>
LEAK ADJ.		117,682					\$831		
<b>NET</b>		<b>6,681,698</b>	<b>AFTER LEAK ADJUSTMENTS</b>				<b>\$88,520</b>		<b>\$13,857</b>

BUDGETED COMMODITY PER MONTH \$40.63 \$8,288  
 BUDGETED ANNUAL COMMODITY INCOME \$99,452

SOLD TO DATE			TOTAL BILLINGS TO DATE				
2020-2021	6,799,380	=	121%	2020-2021	\$89,351	=	114%
2019-2020	5,633,060		OF 19-20	2019-2020	\$78,411		OF 19-20

<b>2019-2020</b>									
JUN	27	643,430	201	119	54	\$47.76	\$9,599	\$1,256	\$1,256
JUL	35	1,001,940	205	140	63	\$72.43	\$14,848	\$6,505	\$7,760
AUG	28	806,010	208	138	63	\$57.12	\$11,881	\$3,537	\$11,298
SEP	28	736,340	204	129	59	\$44.51	\$9,081	\$737	\$12,035
OCT	35	703,970	205	98	45	\$45.68	\$9,364	\$1,020	\$13,055
NOV	27	571,310	203	104	47	\$36.99	\$7,510	-\$834	\$12,221
DEC	35	628,120	207	87	39	\$45.12	\$9,341	\$997	\$13,219
JAN	28	541,940	205	94	43	\$33.11	\$6,788	-\$1,555	\$11,663
FEB	28	560,430	205	98	44	\$32.89	\$6,742	-\$1,601	\$10,062
MAR	29	516,990	205	87	40	\$37.23	\$7,632	-\$711	\$9,351
APR	34	664,680	205	95	43	\$48.38	\$9,919	\$1,575	\$10,926
MAY	28	575,050	208	99	45	\$41.28	\$8,586	\$243	\$11,169
<b>AVG.</b>	<b>30</b>	<b>662,518</b>	<b>205</b>				<b>\$9,274</b>	<b>\$931</b>	
<b>TOTAL</b>		<b>7,950,210</b>					<b>\$111,290</b>		<b>\$11,169</b>
LEAK ADJ.		266,487					\$3,871		
<b>NET</b>		<b>7,683,723</b>	<b>AFTER LEAK ADJUSTMENTS</b>				<b>\$107,419</b>		<b>\$7,298</b>

BUDGETED COMMODITY PER MONTH \$40.90 \$8,343  
 BUDGETED ANNUAL COMMODITY INCOME \$100,121

SOLD TO DATE			TOTAL BILLINGS TO DATE				
2019-2020	7,950,210	=	104%	2019-2020	\$111,290	=	103%
2018-2019	7,629,250		OF 18-19	2018-2019	\$108,269		OF 18-19

**Westhaven Community Services District  
FY 2020-2021 Income / Expense Report  
February 28, 2021**

**ITEM 6.3**

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Feb 2021</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Feb 2021</u>	<u>Jul '20 thru Feb 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	16,378	20,795	-4,417	147,671 <sup>1</sup>	166,356	-18,685	88.8%
3,275	Water Services/Other	459 <sup>5</sup>	273	186	5,418 <sup>4</sup>	2,183	3,234	248.1%
<b>252,809</b>	<b>Total Income</b>	<b>16,837</b>	<b>21,067</b>	<b>-4,230</b>	<b>153,089</b>	<b>168,539</b>	<b>-15,451</b>	<b>90.8%</b>
	<b>Expense</b>							
2,648	Source of Supply	10	221	-211	263	1,765	-1,502	14.9%
9,587	Pumping	797	799	-2	7,580	6,391	1,189	118.6%
35,166	Water Treatment	3,375	2,931	445	25,381	23,444	1,937	108.3%
8,621	Transmission & Distribution	3,116 <sup>3</sup>	718	2,398	29,160	5,747	23,413	507.4%
9,403	Customer Accounts	974 <sup>6</sup>	784	190	4,799	6,269	-1,470	76.6%
130,979	Administrative & General	13,496 <sup>2</sup>	10,915	2,581	87,307	87,319	-12	100.0%
10,000	Operating Reserves Contrib.	0	833	-833	0	6,667	-6,667	0.0%
<b>206,404</b>	<b>Total Expense</b>	<b>21,768</b>	<b>17,200</b>	<b>4,568</b>	<b>154,490</b>	<b>137,603</b>	<b>16,887</b>	<b>112.3%</b>
	<b>Net Operating Income</b>	<b>-4,931</b>	<b>3,867</b>		<b>-1,401</b>			
	<b>Capital/Other Expense</b>							
26,402	DWR Loan	2,200	2,200	0	17,601	17,601	0	100.0%
20,000	Capital Reserve	1,667	1,667	0	13,333	13,333	0	100.0%
<b>46,402</b>	<b>Total Other Expense</b>	<b>3,867</b>	<b>3,867</b>	<b>0</b>	<b>30,934</b>	<b>30,935</b>	<b>-1</b>	<b>100.0%</b>

**Income & Expense Report Notes:  
as of January 31, 2021**

**Page 2**

- <sup>1</sup> Changed formula subtracting Capital/Other expenses (\$46,402) from budget total so that the percentage of budget amounts would more accurately reflect actual budget percentages.
- <sup>2</sup> membership fees, double up of health insurance payments and Suddenlink. January over due to IRA contributions and December & January health insurance premiums paid in January. February \$4520.97 expense for
- <sup>3</sup> Transmission & Distribution over budget. Totals are mostly payroll expense and approximately \$2149 for leak repairs. December, 2020 \$5617.52 for leak repair. January 2021 \$2400 for vac truck at tank site to find water leak & \$7725 for hydrant and parts for hydrant at plant. February \$2250 backflow expense from August, customers are billed for this expense.
- <sup>4</sup> Water services over budget: Annual backflow testing charges of \$1120 and \$409 for emergency water deliveries. Also the budget did not include expense and revenue for credit card pymts. \$263.63 of water services/other is the 4% fee charged to customers for paying by credit card.
- <sup>5</sup> Water service and other includes backflow payments, customer credit/debit card 4% processing fees & State of CA \$1004 refund on Drinking Water Program 2016, 2017 & 2009
- <sup>6</sup> Customer Accounts, February is over due to RVS annual software maintenance and updates \$730



**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
**Treasurer's Report**  
**February 2021**

ITEM # 6.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$257,377.79	1.69800	<b>Capital Reserves</b> Hum Co Fund 2600	\$20,000	\$ 20,000	*	
\$52,090.73	1.41000	<b>Operating Reserve</b> LAIF # 16-12-005	\$10,000	\$ 10,000	**	\$188.67 July 2020 Quarterly Interest \$110.20 10/15/20 Interest \$82.23 1/15/21 Interest
\$28,742.12	0.50000	<b>DWR CD Reserve</b> CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$	36.14 September 2020 Interest 35.78 December 2020 Interest
\$11,032.92	0.03000	<b>DWR Loan Savings</b> Saving Umpqua 0648	Accumulates for Semi-Annual payments of \$13,200.95 to Dept of Water Resources	Automatic Monthly deposit from checking of \$2200.23 (annual total \$26,402.76)	\$	13,200.95 Sept. 2020 semi-annual pymt
<b>\$37,959.96</b>		<b>Checking Account (after warrants) Umpqua 5013</b>				<b>Checking Balance as of 3/11/2021</b>

\*Capital Reserves Contributions Shall be \$20,000 and should be made unless unforeseen District expenses or unexpected revenue shortfalls prevent making a full contribution (from Financial Procedures Manual) **Reserve contributions historically made at end of fiscal year.**

\*\* Operating Reserves Contribution: Sufficient to maintain a minimum reserve of 25% of the total operating budget; surplus may be contributed to the Capital Reserve Funds (From Financial Procedures Manual)

2020/2021 Operating Budget \$206,407 X 25% = \$51,601.75

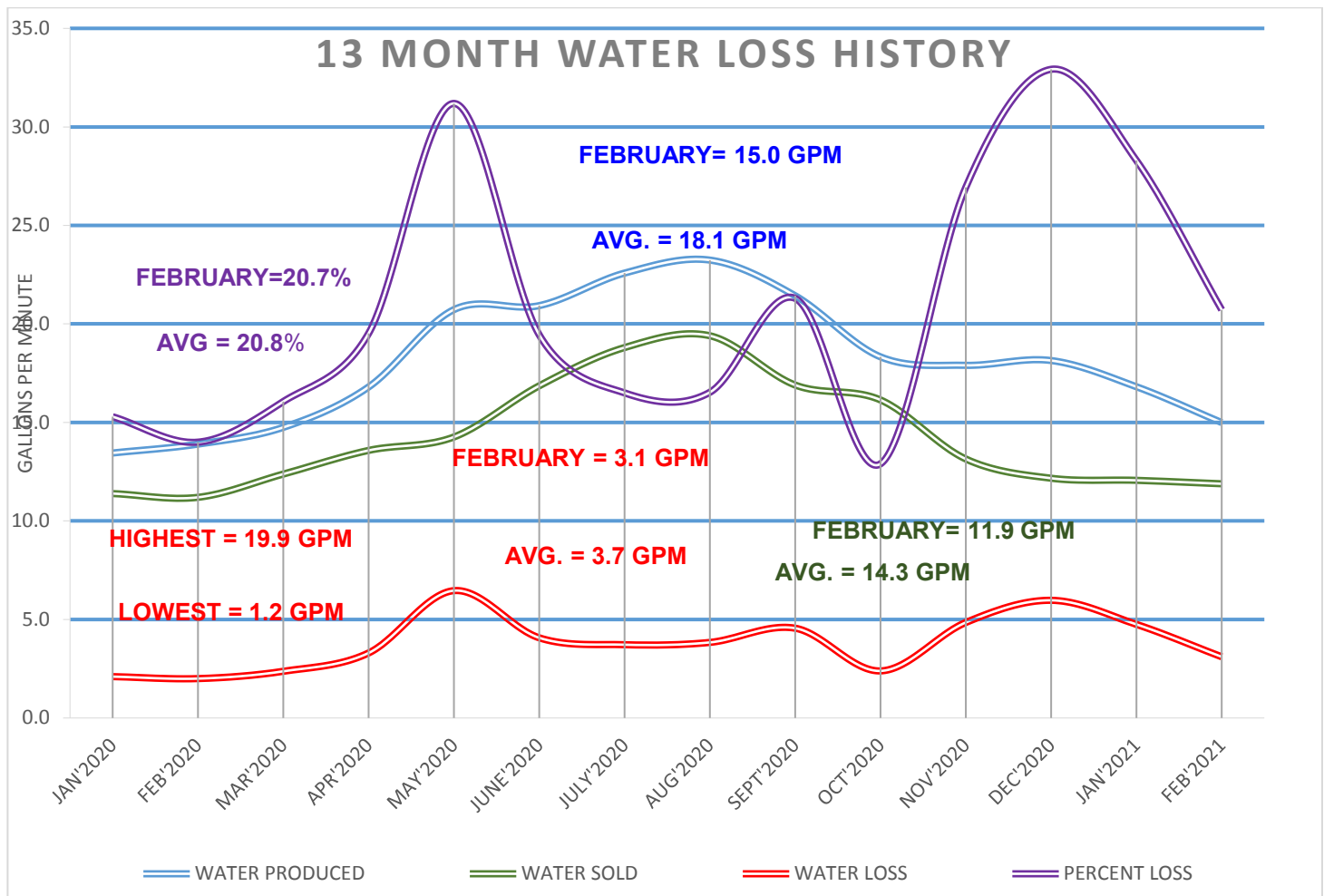


**WESTHAVEN CSD • MANAGER'S REPORT  
FEBRUARY 2021**

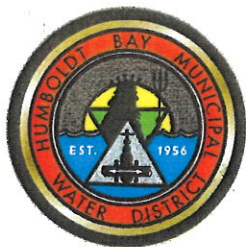
**7.1 Water Loss**

Water loss decreased from 4.8 gallons per minute in January to 3.1 gpm in equaling 20.7% of total production of 647,760gallons. The table below is a summary of water loss since July 2003.

<u>FROM JULY 2003</u>	<u>PRODUCED</u> <u>GPM</u>	<u>SOLD</u> <u>GPM</u>	<u>LOST</u> <u>GPM</u>	<u>LOSS</u> <u>%</u>	<u>LOSS AS</u> <u>% OF SOLD</u>	<u>MONTHLY</u> <u>PRODUCTION</u> <u>GALLONS</u>	<u>MONTHLY</u> <u>LOSS</u> <u>GALLONS</u>
<b>FEB'2021</b>	<b>15.0</b>	<b>11.9</b>	<b>3.1</b>	<b>20.7</b>	<b>26.1</b>	<b>647,760</b>	<b>134,200</b>
<b>AVG. ALL</b>	22	15	6	29	43.0	942,413	284,503
<b>24 MO AVG.</b>	17.7	14.3	3.4	19.0	23.8	771,974	148,175
<b>13 MO AVG.</b>	18.1	14.3	3.8	20.8	26.7	788,928	166,732
<b>MINIMUM MONTH</b> <b>EVER</b>	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
<b>MAXIMUM MONTH</b> <b>EVER</b>	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Well Annual Data 3/10/17 11.7gpm 3/10/18 5.7 gpm 3/1019 5.2 gpm 3/10/20 5.7 gpm 3/10/21 4.8 gpm  
 Stream flow monthly avg 3/18 45 gpm 3/19 38 gpm 3/20 29 gpm 3/10/21 (Day) :  
 7.1 Manager's Report there was one system leak and one customer connection leak. **Discussion**  
 7.2 Flushing site repair and installation **Discussion**



## HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO Box 95 • EUREKA, CALIFORNIA 95502-0095

OFFICE 707-443-5018 ESSEX 707-822-2918

FAX 707-443-5731 707-822-8245

EMAIL [OFFICE@HBMWD.COM](mailto:OFFICE@HBMWD.COM)

Website: [www.hbmwd.com](http://www.hbmwd.com)

### BOARD OF DIRECTORS

SHERI WOO, PRESIDENT

NEAL LATT, VICE-PRESIDENT

J. BRUCE RUPP, SECRETARY-TREASURER

MICHELLE FULLER, DIRECTOR

DAVID LINDBERG, DIRECTOR

### GENERAL MANAGER

JOHN FRIEDENBACH

March 4, 2021

RECEIVED MAR 09 2021

Westhaven CSD

Paul Rosenblatt, General Manager

PO Box 2015

Trinidad CA 95570-2015

Re: Feasibility Study Correspondence

Dear Paul,

Our Board of Directors has directed me to respond to certain statements contained in your correspondence to us dated December 1, 2020 and January 25, 2021. In general, since WCSD has declined to participate in the current feasibility study for a possible waterline extension to the Trinidad Rancheria, any pipeline that should result from this endeavor will not be sized to accommodate any water supply to the Westhaven Community Services District. Accordingly, I respectfully submit the following to you and your board.

In the fourth paragraph of the December letter, it states in part:

"If, for example, HBMWD were to request that its mainline extension rely, in part, on the existing infrastructure of WCSD, or that the physical location of the proposed line extension were to pass through our District boundaries and impact our existing infrastructure, then we would very obviously be an "interested party" that must be consulted. If it were possible for additional fire suppression water to become available from a mainline extension, without charge to WCSD for construction of the extension itself, then WCSD would certainly be interested in that possibility."

These statements appear to reserve access to a waterline after the fact. As stated above, that would not be possible since the size of the waterline would not include any water supply to WCSD. In addition, it is the customary water industry practice that any access to a water line and water supply requires the recipient to pay for such service. Your request to have free access for fire suppression is unrealistic.

In the January 25th correspondence paragraph number 2 states:

"Our District's compliance order requires us to consider "consolidation" with some other water district if we are unsuccessful in our efforts to meet DBP regulatory standards via our ongoing efforts. In this event, we would be very definitely interested in exploring opportunities

to purchase water via HBMWD. But if our efforts prove successful, as we hope, we would have no clear interest or need to augment or replace our water supply via HBMWD.”  
In the final paragraph, it states:

“To summarize, WCSD has no current interest in water from HBMWD, but it is not impossible that we might have interest in the future if our current efforts prove unsuccessful or do not provide a cost-effective resolution of our DBP issue.”

Both of these statements attempt to reserve participation in access to the current mainline extension feasibility project should it become an actuality. However, as we all know, should it be determined that the mainline extension to the Trinidad Rancheria were feasible and ultimately constructed, it would be done at a size and capacity to supply the projected demand of the end users. Since WCSD chose to not participate in the feasibility study and thereby eliminated its potential water demands from the project, a mainline extension would not be sized to have the capacity to add WCSD in the future.

I trust this clarifies that any future water supply to WCSD will not be considered in the current feasibility study, per your choice to exclude WCSD from the feasibility study.

Respectfully,



John Friedenbach  
General Manager

Cc: Scott Gilbreath, SWRCB  
Eli Naffah, Manager City of Trinidad

## REVIEW OF WCSD REGULATIONS GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS

FEB. 2021 - RS

The WCSD regulations currently governing assignment of new water service allotments are:

**Ordinance 2013-1** – “An Ordinance Establishing Priorities for Providing Water Service Allotments” and **Resolution 2005-1** – “Establishing Priorities for New Water Service Connections to Parcels Within Section 401 of WCSD Ordinance 93-3 and Subsequent Amendments”.

Ordinance 2013-1 is the current iteration in a series of ordinances originating with Ordinance 88-2 and establishing Section 401 as the category of highest priority for being granted new water service allotments, when and if sufficient water source capacity can be developed.

Section 401 was initially populated with parcels containing dwellings as of December 1987 and having contaminated or insufficient on site water sources. Parcels were assigned to Section 401 on the basis of information gathered in two surveys mailed to non-WCSD customers in 1989 and 1991. Survey responses were provided by the subject residents, and the information so provided was never formally verified. In all, 55 parcels containing 66 dwellings were assigned to Section 401. The number of parcels in Section 401 has now been reduced to 27, containing 33 dwellings, due primarily to the connection of 20 dwellings through the CDBG grant program in 1994, plus the first Extreme Need Connection Program in 1998 (4 dwellings), and the second Extreme Need Connection Program in 2005 (6 dwellings).

Resolution 2005-1 was written specifically to govern the second Extreme Need Connection Program. In this program the State consented to the addition of six new service connections, and all 401 Parcel owners were invited to either provide proof of water deliveries or submit results of formally conducted volumetric testing of their water source. A side effect of Resolution 2005-1 was to create the possibility of a small and very specific future prioritization. The paragraph below, speaking exclusively to this round of Extreme Need connections, is taken directly from Resolution 2005-1.

Further prioritization will be based on results of volumetric testing conducted in conformance with procedures prescribed by the District. Parcels will be ranked for connection based on the testing results. All results submitted will be retained by the District, and parcels failing to qualify in a given round will be considered for connection based on these results should more connections become available in the future. (emphasis added)

As it turned out, there were eight applicants representing eight parcels and ten dwellings. After accounting for the six successful applicants we were left with two parcels containing four dwellings to “be considered for connection based on these results, should more connections become available in the future.” Presumably, this could give these four dwellings priority over those who haven’t conducted volumetric testing, i.e. the remaining 31 parcels in Section 401.

This summarizes what I can find in the way of WCSD regulations that set priorities for new connections. My opinion is that without blessings from the State to add a definite number of new connections we have no reason for further prioritization at this time. It would be meaningless. Also, I think that the current regulations for prioritizing are entirely adequate for governing our current circumstances, and no revisions are necessary at this time.

**ORDINANCE 2013-1**  
**(Ordinance 97-3 REVISED)**

**AN ORDINANCE ESTABLISHING PRIORITIES FOR PROVIDING WATER SERVICE  
ALLOTMENTS**

Be it ordained by the Board of Directors of the Westhaven Community Services District, Humboldt County, California, as follows:

**ARTICLE 1**  
**GENERAL PROVISIONS**

Section 101 Short Title

This Ordinance shall be known and may be cited as "Westhaven Community Services District Water Service Allotment Code."

Section 102 Words and Phrases

For the purpose of this Ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural.

Section 103 Effect of Definition

The definition of a word applies to any of its variants.

Section 104 Separability

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

**ARTICLE 2**  
**DEFINITIONS**

Section 201 Water Service Allotment

means the right to one (1) water service connection to the Westhaven Community Services District (WCSD) water system. Each dwelling connected shall require a separate water service allotment. Each water service allotment shall be subject to regular monthly charges for water service as set by Resolution of the Board, regardless of the presence or absence of a water service connection.

Section 202 Water Service Connection

means the pipeline and all appurtenant facilities and fittings including without limitation: meter stop or service valve, meter and meter box used to extend water service from a water main to a property, the laying thereof and the tapping of the main. Where services are divided at the curb of the property line to serve several customers, each branch service shall be deemed a separate service.

Section 203 Water Source

means a water source other than the WCSD water system

Section 204 Contaminated

means having bacterial, chemical, or radiological properties that render the water non-potable as per California Domestic Water Quality and Monitoring Regulations.

Section 205 Insufficient

means inadequate production of water to supply the needs of the dwelling, as established by WCS D surveys of 1989 and 1991 or as established by volumetric production testing conducted according to WCS D standards and specifications, or as established by the presence of a water storage tank and records of bulk water deliveries made necessary by insufficient on-site availability of water.

Section 206 Dwelling

means a residence which includes plumbing and fixtures for a functional kitchen and bathroom.

Section 207 Parcel

means a property with a single Assessor's Parcel Number.

**ARTICLE 3**

**OBLIGATION TO WESTHAVEN MUTUAL WATER COMPANY SHAREHOLDERS**

Section 301 Water Service for WMWC Shareholder

The WCS D shall provide water service allotments, subject to the limitations contained in WCS D water use and billing regulations, to all parcels to which a share of stock in the Westhaven Mutual Water Company (WMWC) was attached as of December 31, 1987, except that parcels from which a water service allotment has been transferred, by means of the WCS D procedure for transfer of service allotments, shall be reassigned to Section 501.

Water service connections shall be provided to supply one dwelling only for each WMWC share of stock except that where the WMWC had authorized connection to more than one dwelling per share of stock by the acceptance of regular monthly payments for additional connections those additional connections shall also be provided the equivalent number of water service allotments within this section.

Section 302 Water Service for Other Customers of the WMWC.

The District shall provide water service allotments, subject to the limitations contained in WCS D water use and billing regulations, to all parcels where, in the absence of a share of WMWC stock, authorized water service was provided by the WMWC by the acceptance of regular monthly payments. Service connections to these parcels shall be provided only to the extent provided by the WMWC. Additional service to these parcels shall be considered under the appropriate section of Article 4 of this Ordinance.

**ARTICLE 4**

**PRIORITY FOR NEW SERVICES**

The WCS D shall fulfill new water service allotment requests only to the extent that adequate capacity to serve those parcels has been demonstrated to the satisfaction of the California Department of Public Health.

In the event that the WCS D's capacity to provide new water service allotments is limited to fewer than the total number of parcels within any section below, the Board of Directors shall establish policy, as needed, by Resolution, to govern the further prioritization of parcels within a section.

Section 401 A Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987

Assuming adequate capacity, the WCSD shall offer water service allotments to parcels within the District containing dwellings constructed prior to December 31, 1987 and having contaminated or insufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 401 B Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed After December 31, 1987

If all requests for water service allotments in Section 401 A have been fulfilled, then remaining water service capacity will be offered to other parcels within the District containing dwellings constructed after December 31, 1987 and having contaminated or insufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health. Applicants shall pay all the standard fees for a new service connection.

Section 402 Parcels with Sufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987

If all requests for water service allotments in Sections 401 A and 401 B have been fulfilled, then any remaining water service capacity will be offered to other parcels within the District containing dwellings constructed prior to December 31, 1987 and having sufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 403 Undeveloped Parcels and Parcels with Sufficient Water Sources Containing Dwellings Constructed After December 31, 1987

If all requests for water service allotments in Sections 401 A, 401 B and 402 have been fulfilled, then any remaining water service capacity will be offered to: (1) undeveloped parcels within the District boundaries; and (2) those parcels containing dwellings constructed after December 31, 1987 and having sufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

Section 404 Annexed Parcels

If all requests for water service allotments in Sections 401 A, 401 B, 402 and 403 have been fulfilled, then any remaining water service capacity will be offered to parcels annexed to the District after December 31, 1987. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

**ARTICLE 5  
WATER SERVICE ALLOTMENTS TRANSFERRED AWAY**

Section 501 Parcels from Which Water Service Allotments Have Been Transferred

Parcels from which water service allotments have been transferred shall be assigned to Section 501.

If all requests for water service allotments in Section 401 A, 401 B, 402, 403 and 404 have been fulfilled, then any remaining water service capacity will be offered to parcels from which water service allotments have been transferred. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

**ARTICLE 6**  
**REASSIGNMENT OF NEW WATER SERVICE ALLOTMENTS**

Section 601 Parcels Provided with Water Service After December 31, 1987.

Parcels formerly assigned to Sections 401 A, 401 B, 402, 403, 404 and 501 which have been provided with water service allotments after December 31, 1987 shall be reassigned to Section 601.

APPROVED: August 21, 2013

---

Gregory Smith, President  
Westhaven Community Services District

ATTEST:

---

Richard Swisher, Manager  
Westhaven Community Services District

**SECRETARY'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Ordinance 2013-1, an Ordinance "Establishing Priorities for Providing Water Service Allotments Within the District," passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the Twenty-first day of August, 2013 by the following roll call vote:

AYES: Smith, Verick, Hankin, Moon, Phipps

NOES: None

ABSENT: None

ABSTAIN: None

---

Sarah Jordan, Secretary  
Westhaven Community Services District



**WCSD RESOLUTION 2005-1**

**ESTABLISHING PRIORITIES FOR NEW WATER SERVICE CONNECTIONS TO PARCELS WITHIN SECTION 401 OF WCSD ORDINANCE 97-3 AND ITS SUBSEQUENT AMENDMENTS**

- WHEREAS, WCSD Ordinance 97-3 establishes priorities for water service connections to all parcels within the District, and
- WHEREAS, parcels contained in Section 401 of Ordinance 97-3 are given the highest priority for new service connections, and
- WHEREAS, the District possesses insufficient water source capacity to supply all of the parcels within Section 401, and
- WHEREAS, the District anticipates the ability to offer water service connections to some but not all of the parcels in Section 401 from time to time, and
- WHEREAS, the foregoing creates the necessity for further prioritization within Section 401, therefore

BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District establishes the following conditions governing further prioritization of parcels in Section 401 for the purpose of offering new water service connections:

1. First priority will be given to parcels documenting water deliveries made to an on-site storage tank during one or more prior dry seasons on a regular or periodic basis. Water deliveries necessitated by the failure of pumps or the failure of plumbing appurtenances will not be recognized.
2. Further prioritization will be based on results of volumetric testing conducted in conformance with procedures prescribed by the District. Parcels will be ranked for connection based on the testing results. All results submitted will be retained by the District, and parcels failing to qualify in a given round will be considered for connection based on these results should more connections become available in the future.

PASSED, APPROVED, and ADOPTED this twentieth day of April 2005 by the following roll call vote:

AYES: Blake, Bryant, Cline, Schulz

NOES: None

ABSTAIN: None

ABSENT: None

WCSD RESOLUTION 05-1

Kay Schulz  
Kay Schulz, President  
Westhaven Community Services District

ATTEST:

Annette C. Leshar  
Annette C. Leshar, Secretary  
Westhaven Community Services District



# AUTHORIZING RESOLUTION/ORDINANCE

ITEM 13.1

RESOLUTION NO: 2021.1

WHEREAS BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT AS FOLLOWS:

The Authorized Representative: the General Manager Paul Rosenblatt or his/her designee is hereby authorized and directed to sign and file, for and on behalf of the Westhaven Community Services District a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Westhaven Community Services District Disinfection By-Product Reduction Project

This Authorized Representative Paul Rosenblatt, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative Paul Rosenblatt, or his/her designee, is designated to represent the Westhaven Community Services District in carrying out the Westhaven Community Services District's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Westhaven Community Services District and compliance with applicable state and federal laws.

## CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and was PASSED, APPROVED, and ADOPTED this 17th day of March 2021 by the following roll call vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT:

ATTEST:

---

Roxanne Levang  
Secretary  
Westhaven Community Services District

---

Bill Verick  
President

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**WESTHAVEN COMMUNITY SERVICES DISTRICT  
RESOLUTION 2021-2**  
(Amending Resolution 06-8)

PO BOX 2015  
TRINIDAD, CA 95570  
707-677-0798

**AUTHORIZING INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer, and

**WHEREAS**, The Board of Directors of the Westhaven Community Services District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interests of the Westhaven Community Services District.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors does hereby authorize the deposit and withdrawal of Westhaven Community Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED**, that the following Westhaven Community Services District officers **or their successors in office** shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

WCSD RESOLUTION 06-08

William Verick  
(NAME)

David Hankin  
(NAME)

Paul Rosenblatt  
(NAME)

Board President  
(TITLE)

Finance Officer  
(TITLE)

General Manager / Treasurer  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

**PASSED and ADOPTED**, by the Board of Directors of the Westhaven Community Services District, in Humboldt County of the State of California on this 17<sup>th</sup> day of March 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
William Verick, President  
Westhaven Community Services District

\_\_\_\_\_  
Roxanne Levang, Secretary  
Westhaven Community Services District

**WESTAHVEN COMMUNITY SERVICES DISTRICT  
RESOLUTION 2021-3  
(Amending Resolution 06-1)**

**IDENTIFYING WCS D PERSONNEL AUTHORIZED TO SIGN CLAIM FORMS FOR  
THE ISSUANCE OF CHECKS UPON WCS D’S ACCOUNTS IN THE HUMBOLDT  
COUNTY TREASURY**

**WHEREAS**, The Auditor-Controller of Humboldt Country has requested that the Board of Directors of the Westhaven Community Services District adopt a resolution identifying WCS D personnel authorized by the Board to sign claim forms for the issuance of checks upon WCS D’s accounts in the Humboldt County Treasury; therefore

**BE IT RESOLVED**, the Board of Directors of the Westhaven Community Services District hereby resolves that the following person(s) are authorized to sign claim forms for the issuance of checks upon WCS D’s accounts in the Humboldt County Treasury:

**NAME:**

**SIGNATURE:**

\_\_\_\_\_

\_\_\_\_\_

David Hankin, Finance Officer

Paul Rosenblatt, Manager

PASSED, APPROVED, and ADOPTED this 17th day of March 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
William Verick, President  
Westhaven Community Services District

ATTEST:

\_\_\_\_\_  
Roxanne Levang, Secretary  
Westhaven Community Services District